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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 16 June 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (6 - 10 June 1955)

1. GENERAL

25X1A

a. Shuttle Run to [ ] Warehouse (New Item - Completed)

25X1A

25X1A

25X1A

On 7 June 1955, 12,886 pounds of general cargo and 42 empty pallets (1,090 pounds) were moved from the [ ] to the [ ] Warehouse. On the return trip, 4,836 pounds of general cargo were delivered to the [ ]

b. Special Truck Runs (New Item - Completed)

During the week, five non-scheduled truck runs were completed as follows:

25X1A

25X1A

(3) On 9 June 1955, 26,130 pounds of general cargo, including 14 large safes, were delivered to [ ]

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25X1A (4) On 10 June 1955, three trailer loads of miscellaneous office equipment, including safes, cabinets, and records were transported from the [redacted]  
25X1A [redacted] under security guard to the Records Center [redacted]

25X1

25X1A (5) On 10 June 1955, a truck was dispatched to [redacted]  
[redacted] with approximately 9,000 pounds, consisting of  
lumber, packing materiel, [redacted]  
25X1A miscellaneous general cargo, and [redacted] items.  
On the return trip, approximately 9,500 pounds of empty  
25X1A steel containers were delivered to the [redacted]  
Warehouse and 200 pounds of [redacted]

25X1

25X1

25X1

25X1

## 2. PROJECTS AND STUDIES IN PROCESS

25X1

### a. Headquarters [redacted] on Motor Vehicle Accidents (Continued Item)

25X1

25X1

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration. Work on the [redacted] will begin as soon as one other priority regulation, [redacted] Motor Vehicle Replacement Standards, has been completed.

### b. Requests for Vehicle Actions (New Item - Completed)

There were four covert vehicle action requests processed during this reporting period.

## 3. OTHER ITEMS OF INTEREST

### a. Air Shipments (New Item - Completed)

Twenty-seven shipments by air, weighing a total of 7,323 pounds, were made as follows:

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Requesting Activity	Destination	Weight	Item	Carrier

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<u>Requesting Activity</u>	<u>Destination</u>	<u>Weight</u>	<u>Item</u>
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e. Repair of Communication Trailers (New Item - Completed)

Nine communication trailers, which were moved to the [ ]  
[ ] Washington, D. C., during the past several  
weeks for repairs have all been returned to the [ ]

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25X1A

f. Bus Transportation for Agency Personnel (New Item - Completed)

Arrangements were made to provide bus transportation service  
for three separate groups of Agency personnel. The services included:

25X1  
25X1A

(1) Transportation by Agency bus for ten persons on  
9 June 1955 from Gate 5, I Building to [ ]  
[ ] at the request of the Chief, Administration  
and Training Staff, SO. The bus left the point of ori-  
gin at 0900 hours and returned at 1500 hours.

(2) Transportation by Agency bus for twenty persons  
on 9 June 1955 from the Recreation and Services Building  
to the Pentagon Building, at the request of the Deputy  
Supply and Services Officer, OTR. The bus left the point  
of origin at 0840 hours and returned at 1200 hours.

25X1A

(3) Transportation by Agency bus for twenty persons  
on 10 June 1955 from [ ] to Alcott Hall, at the  
request of the Deputy Supply and Services Officer, OTR.  
The bus left the point of origin at 1300 hours and  
returned at 1430 hours.

## None

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b. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

c. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

d. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

e. Development of a records management program to record and reflect vehicular maintenance and operation costs.

f. Preparation of plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's

25X1

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office and chauffeurs' waiting room. Plans have been completed and actual work was started on 27 April and is expected to be completed by the middle of June.

PERCENTAGE COMPLETED: 95%

g. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 50%

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